

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Veterans First***Classification:** **Associate Property Agent****Salary: \$4,111 – 4,997****Permanent – Full Time****Junior and Assistant Property Agent classifications may be considered.****Location:** Department of Veterans Affairs  
Farm and Home Purchases Division  
Contract Services  
1227 "O" Street  
Sacramento, CA 95814**Who Should APPLY** Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. Training and Development Assignments may be considered. SROA/SURPLUS PROVISIONS APPLY.**Duties and****Responsibilities:** Under the supervision of the Unit Manager/Senior Property Agent, the Associate Property Agent will perform the following duties with minimal supervision required, using a personal computer to prepare correspondence and other documents and using the HP12 calculator. All departmental data will be accessed via computer.

- \* The Associate Property Agent will assist in the development of the annual escrow disclosure statements; assist in answering routine and the most technical telephone inquiries regarding the Cal-Vet Loan Program.
- \* Analyze accounts and prepare a written analysis
- \* May act as a lead in the Manager's absence.
- \* Assist in the development of different Contract Servicing tasks and write procedures.
- \* Work on special projects
- \* Other duties as required.

**How to Apply:** Candidates should submit a State Application (STD. 678), résumé to:  
CA Department of Veterans Affairs  
1227 "O" street  
Sacramento, CA 95814**Attention: Margaret Williams, Associate Personnel Analyst**  
**Reference: M-80 # 138 – 04/05****In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.****Inquiries:** Department of Veterans Affairs  
Voice: (916) 653-2535 or 653-1932  
TDD (916) 653-1966**Final Filing Date: April 21, 2005**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 4/07/05